



## **PUBLIC COMMENT PROCEDURE**

### **TIME ALLOTMENT:**

Public comment on this item will be limited to one hour. **Organized groups will be given ten minutes to speak, and individual citizens will have three minutes to address Council.** See more information about organized groups below.

### **PRIORITY GUIDELINES:**

The opportunity to speak during the public hearing will be filled on a **first come, first served basis.**

### **SIGNING UP TO SPEAK:**

**Signing up does not guarantee the opportunity to speak** - it only helps determine the order in which citizens will address Council during the time devoted to public comment.

A sign-up sheet will be available on the second floor of City Hall at 3 p.m. today for those wishing to address Council on this item.

### **OVERFLOW SEATING:**

Because a limited number of seats are available in the Council Chamber, overflow seating will be available on the first and sixth floors of City Hall. The meeting will be televised in those rooms. Seating in the Council Chamber is available on a first come, first served basis.

### **ORGANIZED GROUPS:**

Representatives speaking for organized groups must have the members of their group on site during the meeting, and those members must agree to forfeit their three minutes of speaking time. Organized groups will be asked to sign in and verify their numbers at the registration table. In order to make room for as many speakers as possible inside the Council Chamber, the city asks that only the speaking representative sit inside the Chamber. Other group members may sit in the overflow rooms.

### **WRITTEN COMMENTS:**

Written comments may be left for City Council via the City Clerk. Any documentary information that is to be used in a public comment period should be furnished in advance to the City Clerk in electronic format (or 15 copies). City Clerk Maggie Burleson may be reached at 828-259-5601 or [mburleson@ashevillnc.gov](mailto:mburleson@ashevillnc.gov).